

SOP: Orientation and Induction Program Arrangements

This SOP details the **orientation and induction program arrangements** designed to welcome and integrate new employees into the organization. It covers the scheduling and delivery of comprehensive introductions to company culture, policies, roles, health and safety protocols, and job-specific training. The goal is to ensure new hires are well-informed, confident, and equipped to perform their duties effectively from day one, fostering employee engagement and retention.

1. Purpose

To outline the procedures for conducting comprehensive orientation and induction for all new employees, ensuring their smooth integration into the organization.

2. Scope

This SOP applies to all new hires, including permanent, temporary, and contract employees, across all departments.

3. Responsibilities

Role	Responsibility
HR Manager	Oversee, plan, and coordinate the orientation and induction process.
Department Heads	Provide role-specific training and team introductions.
Supervisors/Mentors	Guide new hires during the initial period and address their queries.
New Employees	Actively participate in the program and complete all required training.

4. Procedures

- 1. Pre-arrival Arrangements**
 - Prepare welcome materials (welcome letter, employee handbook, organizational chart).
 - Assign workstation, IT equipment, and required access.
 - Assign a mentor or buddy.
- 2. Day 1 Orientation Schedule**
 - Meet & greet with HR and team members.
 - Presentation: Company history, mission, vision, and core values.
 - Brief on company policies, code of conduct, and HR procedures.
 - Introduction to health, safety, and security protocols.
 - Overview of employee benefits and support services.
- 3. Role-Specific Induction (Days 2-5)**
 - Departmental orientation and job-specific training.
 - Shadowing relevant team members.
 - Guided walkthrough of job responsibilities, tools, and systems.
 - Q&A session with manager and mentors.
- 4. Follow-up and Feedback**
 - Weekly check-in meetings with mentor (first month).
 - Employee feedback survey at the end of induction week.
 - Continuous support and training opportunities as needed.

5. Documentation

- Maintain attendance records for orientation sessions.
- Ensure completion of induction checklists by all new hires.
- Store feedback forms and training certificates in personnel files.

6. Review

The orientation and induction program will be reviewed annually by the HR department to ensure continued effectiveness and alignment with organizational objectives.

7. References

- Employee Handbook
- Company Policy Manual
- Health & Safety Guidelines

8. Revision History

Date	Revision	Description	Approved By
2024-06-01	1.0	Initial SOP release	HR Manager